



Introduction

getting started with Verity



Verity Scan

- Digital scanner for casting paper ballots.
- Can be used with hand-marked or Touch Writer ballots.
- Configurable 'second-chance' voting options.
- Deposits scanned ballots into its ballot box for secure storage.





Verity Touch Writer

- Ballot marking device — voters mark digital ballots via a touch screen.
- Voter prints the marked ballot on attached printer.
- The voter then retrieves and casts their ballot on Verity Scan (or ballot box for scanning centrally).





Verity Access

- Equipped on Touch Writer
- Designed to allow disabled voters to vote independently
- Includes connections for headphones and other assistive devices.





vDrives

- Used to transfer digital ballot styles from the Verity election definition software to Verity Scan and Touch Writer, and to transfer voted ballots from Verity Scan to Verity software for tabulation.
- Inserted into a USB port located in a locked and sealed compartment; each Verity Scan or Touch Writer has its own vDrive.



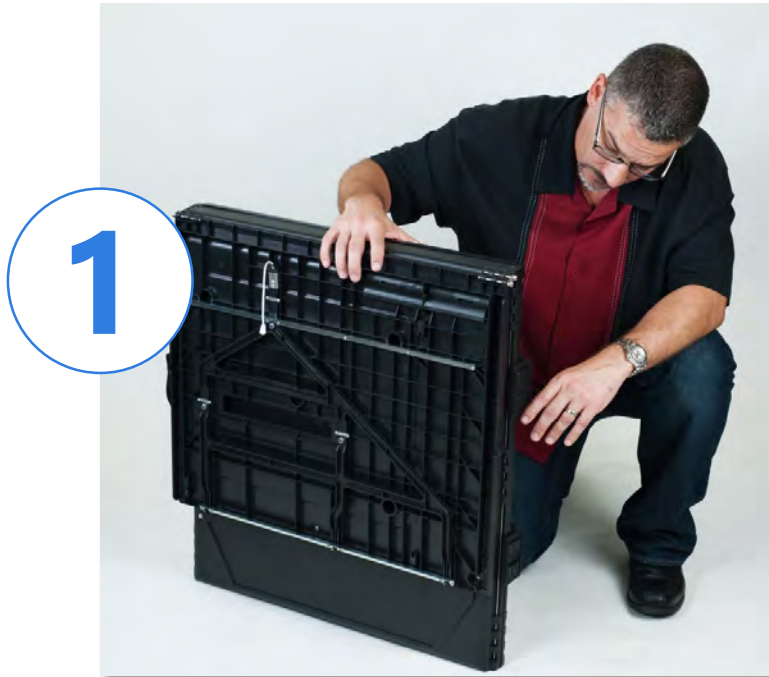


Section 1, Module 1:
setting up Verity Scan



setting up the ballot box

- 1) Position the folded ballot box as shown.
- 2) Unlatch the four clips (2 on each side).
- 3) Pull open the ballot box.





setting up the ballot box

- 4) Press side panels outward until they are flat.
- 5) Lower the bottom panel but do not press down.





setting up the ballot box

- 6) Release the lid by unhooking the 3 straps.
- 7) Pull the string under lid upward to unlock the lid latch.





setting up the ballot box

- 8) Lift lid while gently pulling upward and outward, lay across the top of ballot box, and then press it onto the top. Do not force.





setting up the ballot box

- 9) Unlock the front door with the ballot box key.
- 10) Press firmly on the bottom panel to lock in place.





setting up the Verity Scan

- 1) Assemble the ballot box.
- 2) Set Verity Scan on top of ballot box, aligning footpads with the indentations. Handle on Scan must face the front.
- 3) Reach inside ballot box and pull cord down and away to lock lid and Verity Scan in place.
- 4) Close and lock the front ballot box door.

2



3





setting up the Verity Scan

- 5) Unlock/open case and remove power brick/cord.
- 6) Plug power cord into power brick. Plug power brick into back of Verity Scan (flat part up) and plug power cord into outlet. **DO NOT PLUG INTO WALL YET.**





setting up the Verity Scan

7) Open case and lock lid brace in place.





setting up the Verity Scan

- 8) Unlock, unlatch, and remove the tablet.

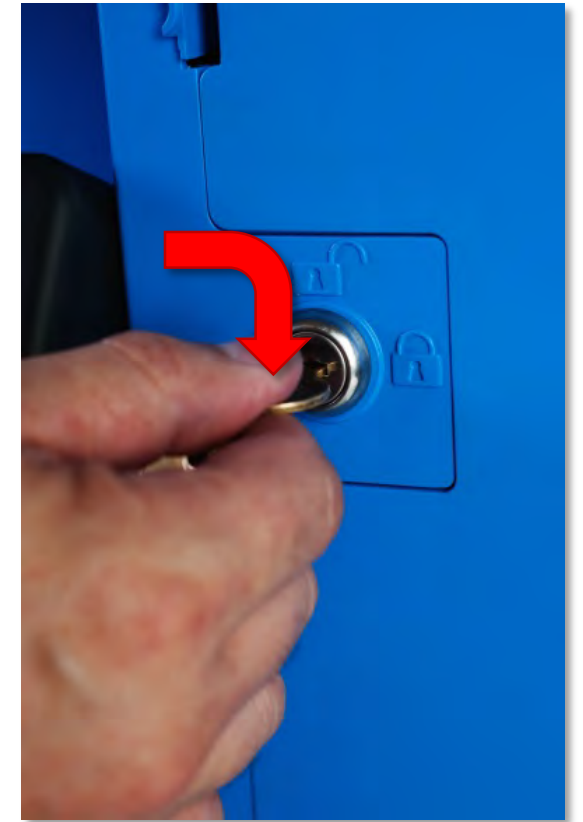
8





setting up the Verity Scan

- 9) Seat the tablet in the cradle, tilt it back, and lock in place. Tablet must be locked to operate.





setting up the Verity Scan

- 10) Verify device seals and attach privacy shields.
- 11) Plug power cord into AC power.
- 12) Press red button on the back of Verity Scan to power on.

10



11



12





Section 1, Module 2:

Verity Scan orientation



screen orientation

When powered up, the Verity Scan should display the **Print Zero Report** screen.





screen orientation

The bottom of the screen displays:

- Date/Time
- Ballots (for current election)
- Sheets (for current election)
- Lifetime (for all elections)
- Battery/AC Power indicators (specific power level on report)





poll worker button

The blue Poll Worker Button is located on the back of the Verity Scan. This button is used to access the Main Menu screen once polls are opened.





thermal report printer

- 1) The thermal report printer is located on the right side of the Verity Scan.
- 2) To open: pull the lever on the top of the printer cover towards you.





thermal report printer

- 3) Place new paper roll into the printer as shown – paper rolls from the bottom.
- 4) Close the printer cover. The button can be used to feed the paper.



3



4



Section 1, Module 3:
opening polls on Verity Scan



opening polls

the Zero Report

On Scan, select **Print Zero Report** to print the Zero Report.

- The Zero Report must be printed before Opening Polls.
- Indicates no votes have been cast on the device for the current election.
- File per your local jurisdiction guidelines.



opening polls

- 1) Set up and power on all devices.
- 2) On the Verity Scan, select **Print Zero Report**.*
- 3) On the Zero report, verify:
 - Ballot count total ZERO
 - Polling place is correct.
- 4) Verify that the clock displays the correct time.

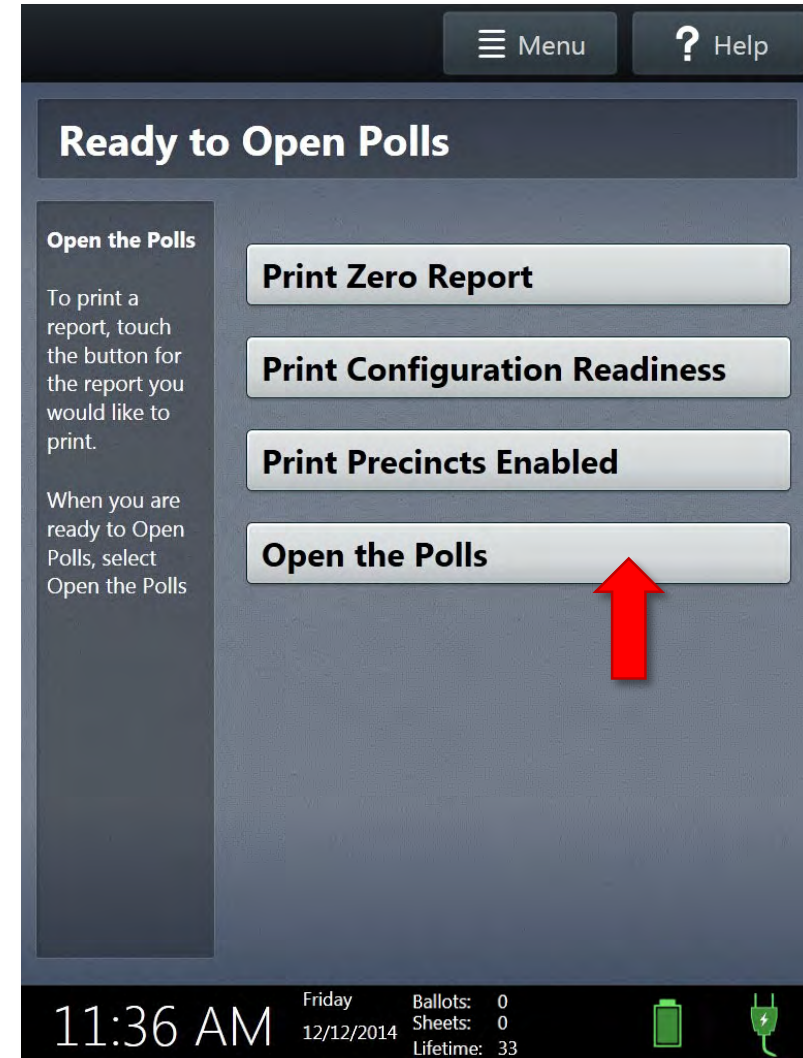
**NOTE: If you are reopening polls during subsequent days of a multiple-day voting event, then you will not print a Zero report.*





opening polls

5) Select **Open the Polls**.





opening polls

- 6) Enter the Open Polls Code, and then select **Accept**. The Open Polls report will print.
- 7) File all reports according to local guidelines.

Menu ? Help

Enter Open Polls Code

Enter Code

Enter your 6 digit Open Polls Authorization Code using the number pad to the right.

Select "Cancel" to return to the previous screen.

****5

X

1	2	3
4	5	6
7	8	9
Cancel	0	Accept

11:36 AM Friday 12/12/2014 Ballots: 0 Sheets: 0 Lifetime: 33



Section 1, Module 4:

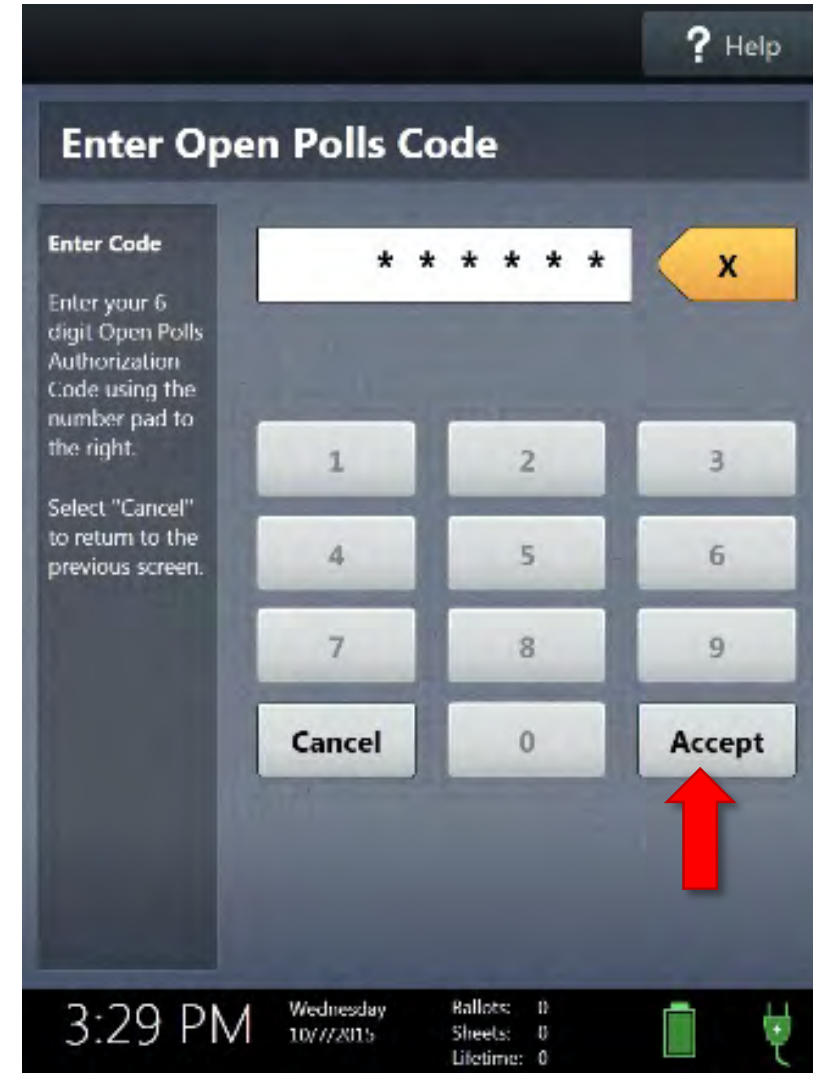
reopening polls on Verity Scan



reopening polls *(early voting)*

To reopen polls after polls have been suspended:

- 1) Power on the Verity Scan.
- 2) Enter the Open Polls Code, and then select **Accept**. The Open Polls Report will print.
- 3) File the Open Polls Report according to local guidelines.



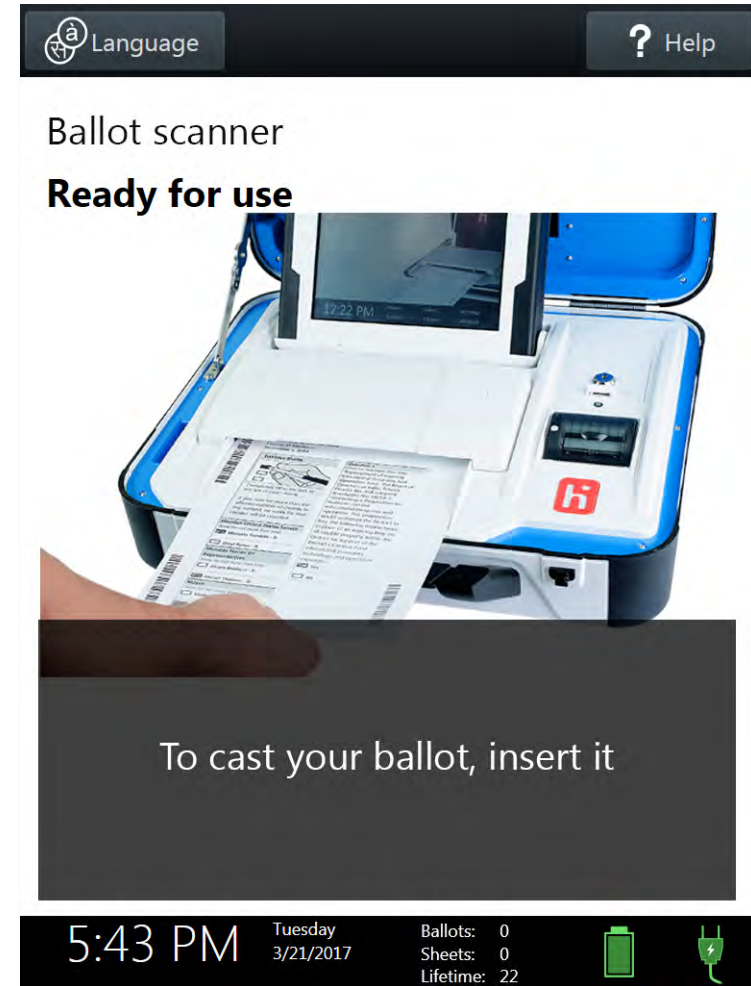


Section 1, Module 5:
voting with Verity Scan



voting with Verity Scan

- 1) Verity Scan is ready to scan when you see the **Ready for use** screen
 - Select the Language button to change the language (if available).





voting with Verity Scan

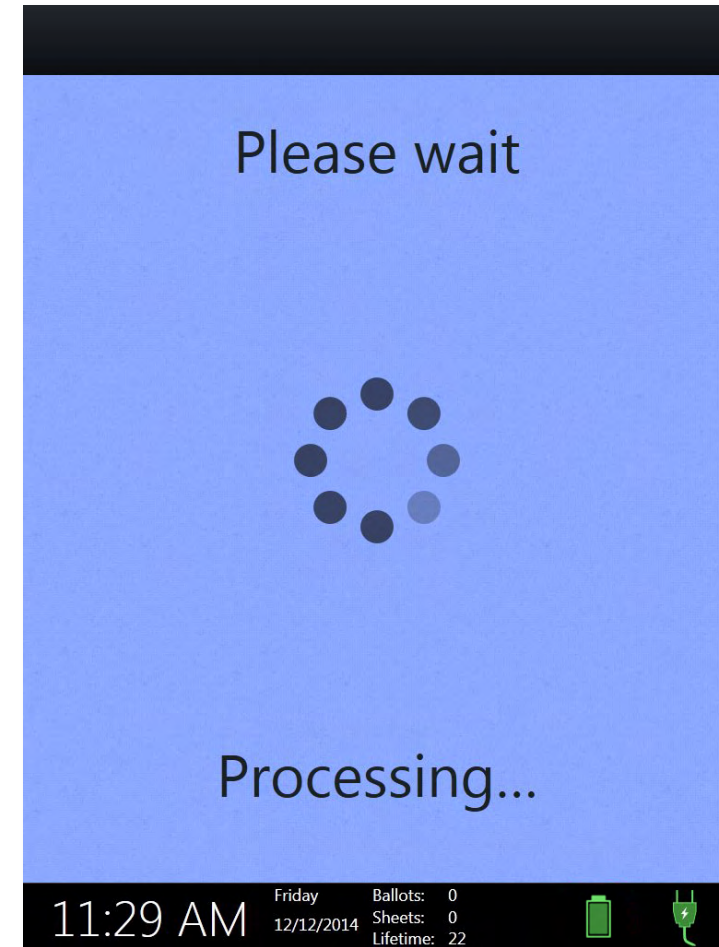
- 2) Voter removes privacy screen (if applicable) and inserts ballot into Verity Scan.
 - Ballots must be fed into the Verity Scan short edge first, but otherwise can be inserted in any orientation.





voting with Verity Scan

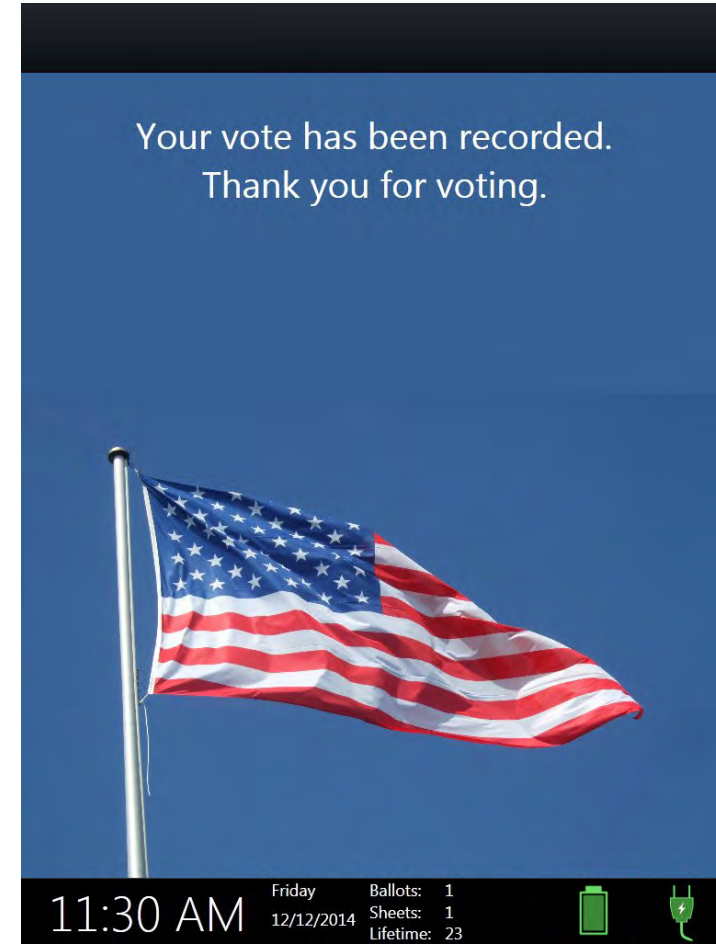
- 3) After scanning their ballot, the voter waits a moment while the ballot is processed.





voting with Verity Scan

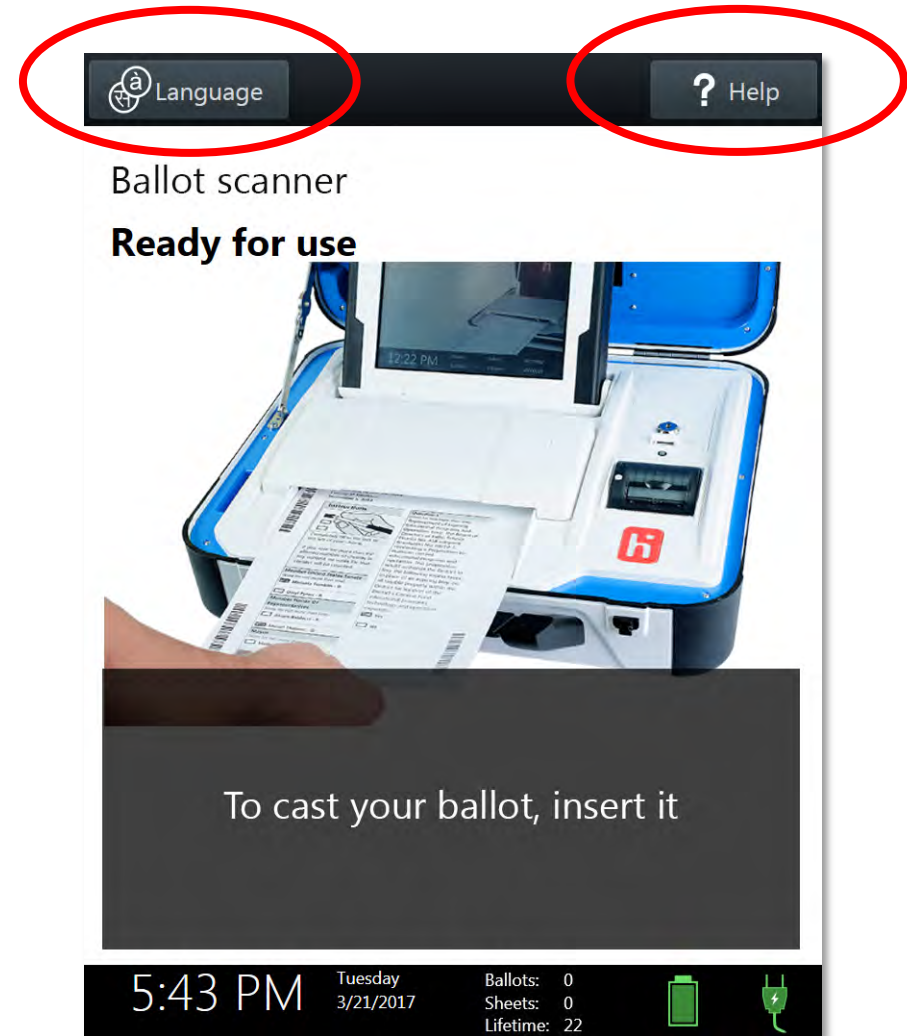
- 4) The voter's ballot has been cast when they see the American flag. If enabled, an audible chime will also sound.





Verity Scan help and features

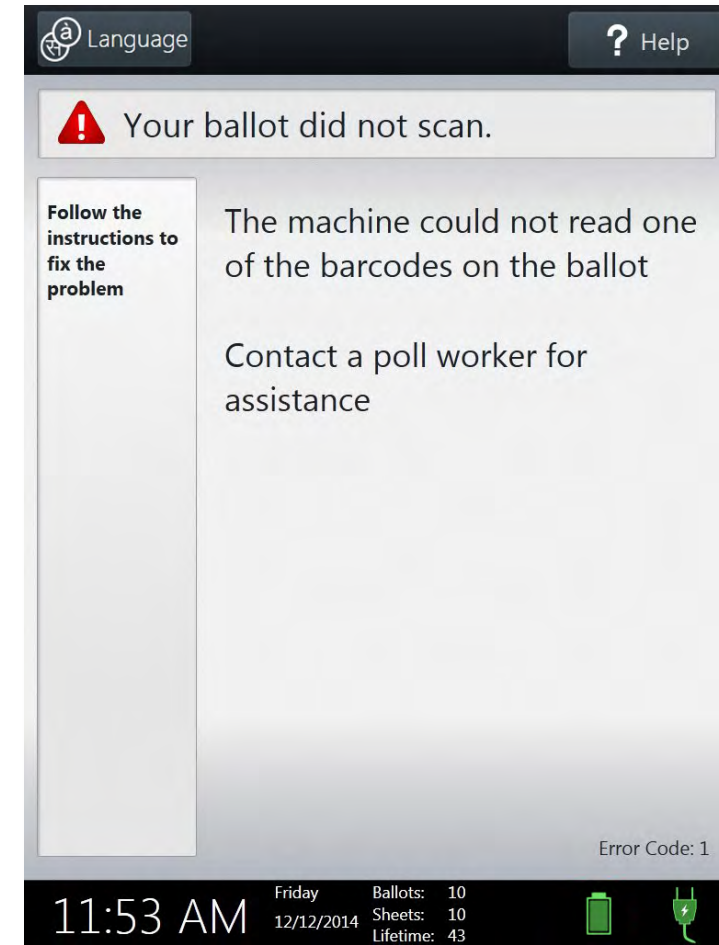
- Language button (if applicable)
- Help button





troubleshooting

If there is a problem with the Verity Scan, follow the error instructions on the screen (if applicable), and/or contact your elections office for assistance.

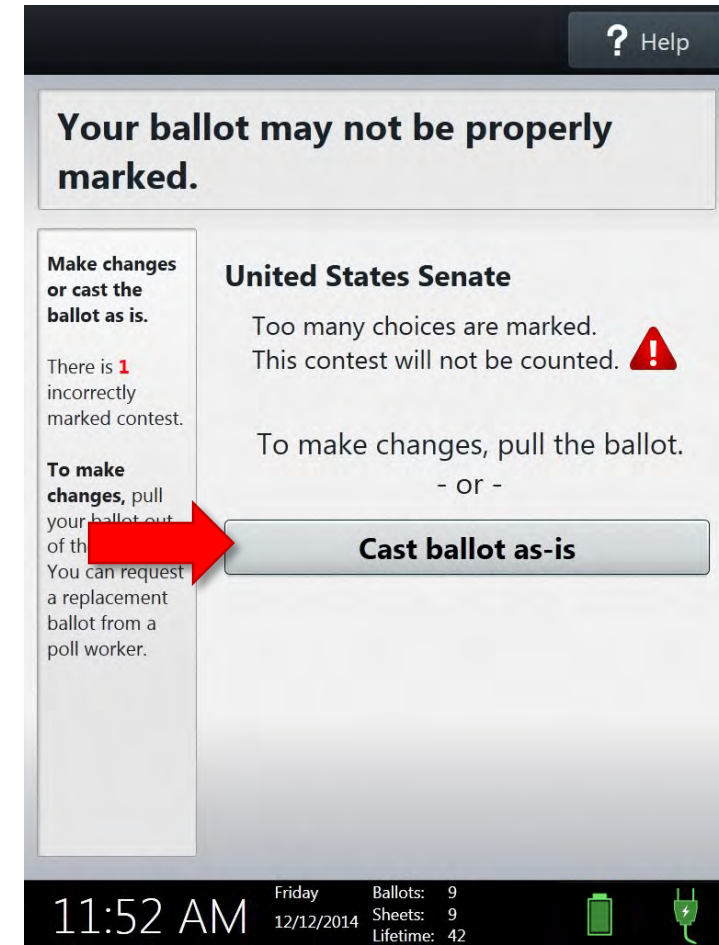




mismarked ballots

Scan can be configured to:

- Warn voters of improperly marked contests/blank ballots.
- Provide voter option(s) to correct the mismark(s) (pull the ballot).
- Allow voter to cast the ballot as-is using the touch screen.
- Prompt voter to contact a poll worker to cast the ballot as-is (poll worker uses the poll worker button).





spoiling printed paper ballots

To spoil a paper ballot, follow your local procedures (for example, filling out a spoiled ballot log).

provisional ballots

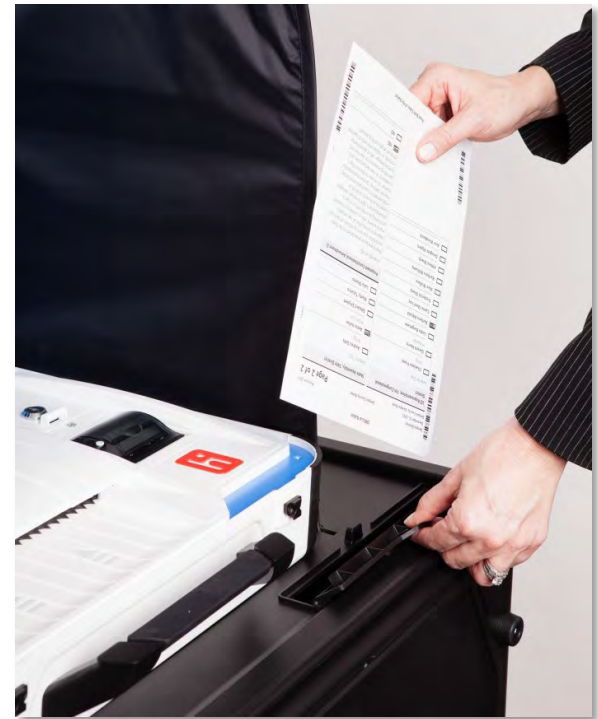
- Follow your local jurisdiction's guidelines for issuing and casting provisional ballots.
- Provisional ballots should never be scanned at the polling place using Verity Scan.



the emergency ballot bag/ballot slot

A separate, secure bag for unscanned ballots is included inside the ballot box.

- Accessible through an additional locking door on the back of the Verity Scan ballot box.
- The emergency ballot slot on the top of the ballot box also feeds into this bag.
- Emergency ballot slot should remain sealed unless the Verity Scan device cannot accept ballots.





multi-sheet ballots and Verity Scan

- Voters must receive all sheets for each ballot.
- Instruct voters to scan all sheets of their ballot, even if they have made no choices on a particular sheet.
- Verity Scan ballot counter will increment when a sheet 1 is scanned but not when a sheet 2 (or higher) is scanned.
- If sheet 2 is scanned without sheet 1, the ballot counter will not increment, but all votes on sheet 2 will be counted accurately.



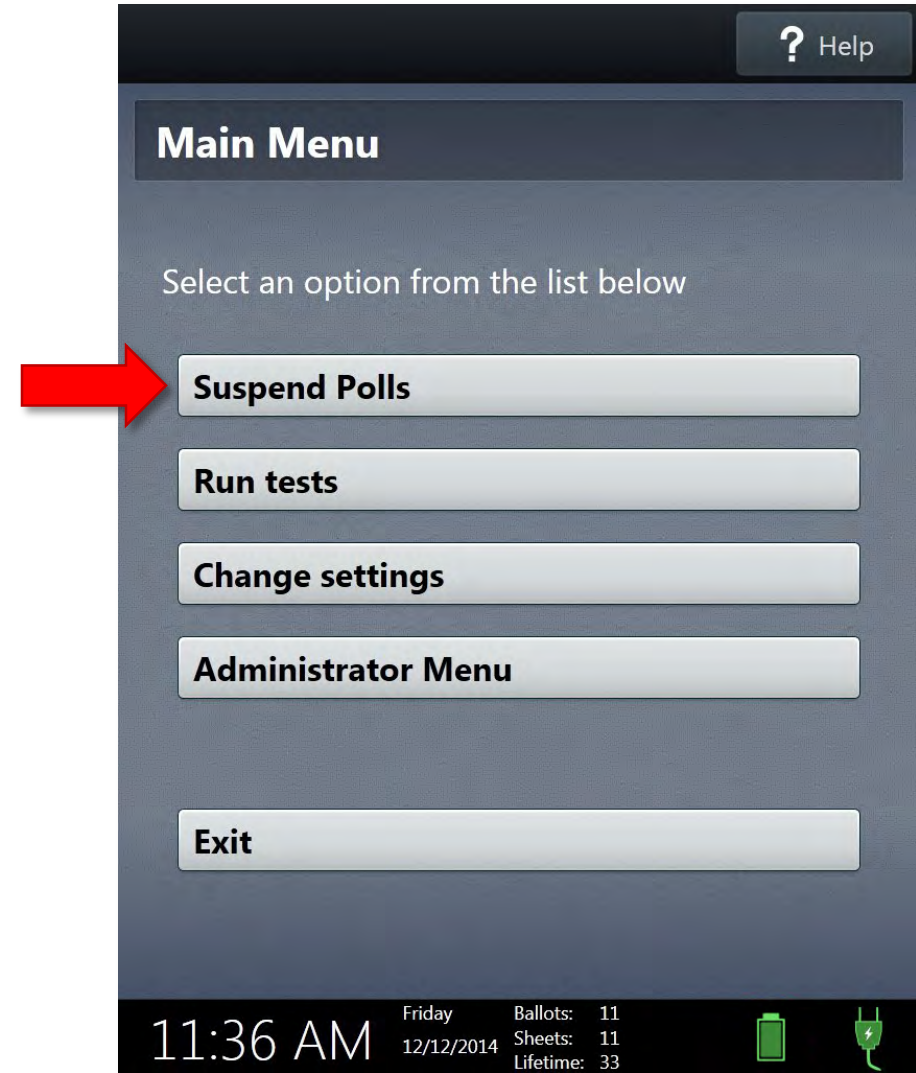
Section 1, Module 6:

suspending polls on Verity Scan



suspending polls on Verity Scan

- 1) Press the blue poll worker button on the back of Verity Scan.
- 2) Choose **Suspend Polls**.





suspending polls on Verity Scan

- 3) Enter the Suspend Polls code and select **Accept**.

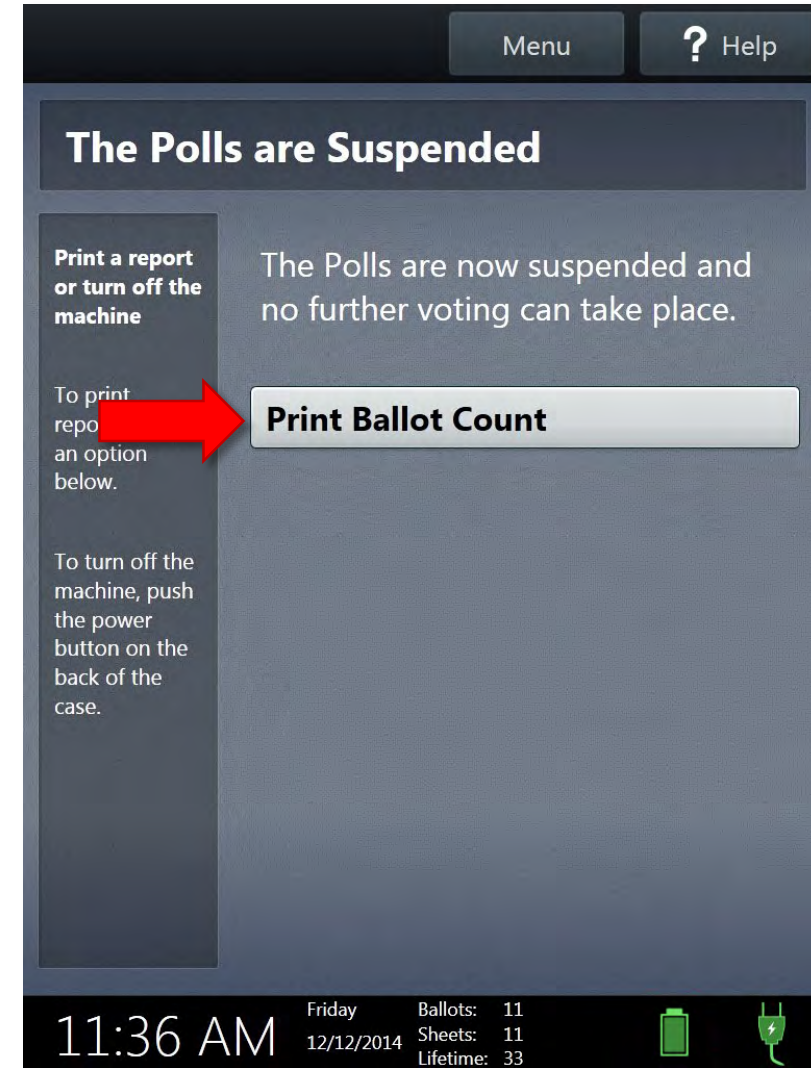
The screenshot shows the 'Enter Suspend Polls Code' screen on a Verity Scan device. At the top, there are 'Menu' and '? Help' buttons. The main title is 'Enter Suspend Polls Code'. Below this, there is an 'Enter' label with a red arrow pointing to a white input field. To the right of the input field is a yellow button with an 'X'. Below the input field, there is a 3x3 grid of buttons: 1, 2, 3; 4, 5, 6; 7, 8, 9. At the bottom of the grid are 'Cancel' and 'Accept' buttons. To the left of the number pad, there is instructional text: 'Enter your 6 digit Polls Suspend Authorization Code using the number pad to the right.' and 'Select "Cancel" to return to the previous screen.' At the bottom of the screen, there is a status bar showing the time '11:36 AM', the date 'Friday 12/12/2014', and poll statistics: 'Ballots: 11', 'Sheets: 11', 'Lifetime: 33'. There are also icons for battery and signal strength.



suspending polls on Verity Scan

- 4) Print and file reports as required by your jurisdiction.

The available reports may vary and are configured by the election officials in your jurisdiction.





suspending polls on Verity Scan

- 5) Press the *red* power button on the back of the Verity Scan to power it down.

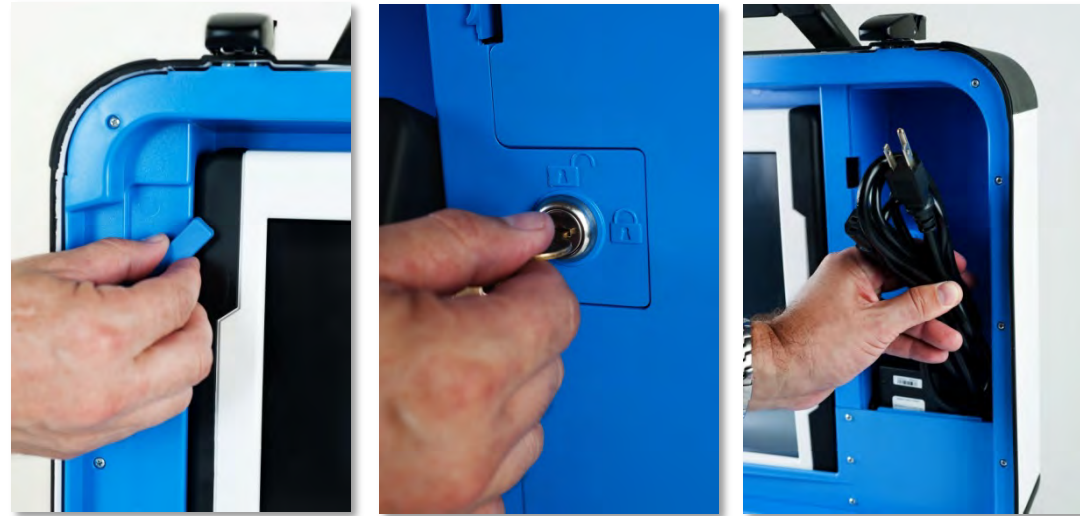




packing up equipment

Wait for the device to be completely powered down and showing a black screen before removing the tablet. Remember to properly latch and lock the tablet within the storage compartment.

Follow local procedures in determining whether you need to completely break down equipment at the end of the day.





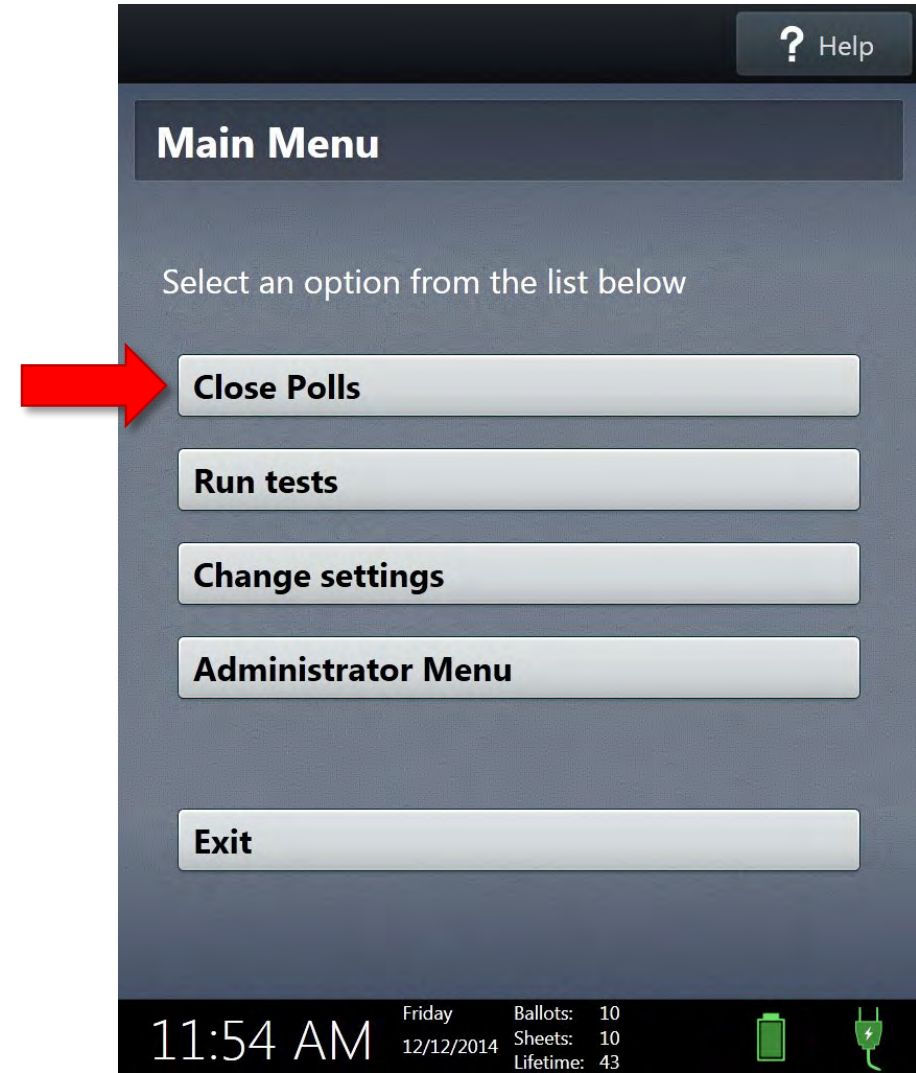
Section 1, Module 7:

closing polls on Verity Scan



closing polls on Verity Scan

- 1) Press the blue poll worker button on the back of Verity Scan.
- 2) Choose **Close Polls**.

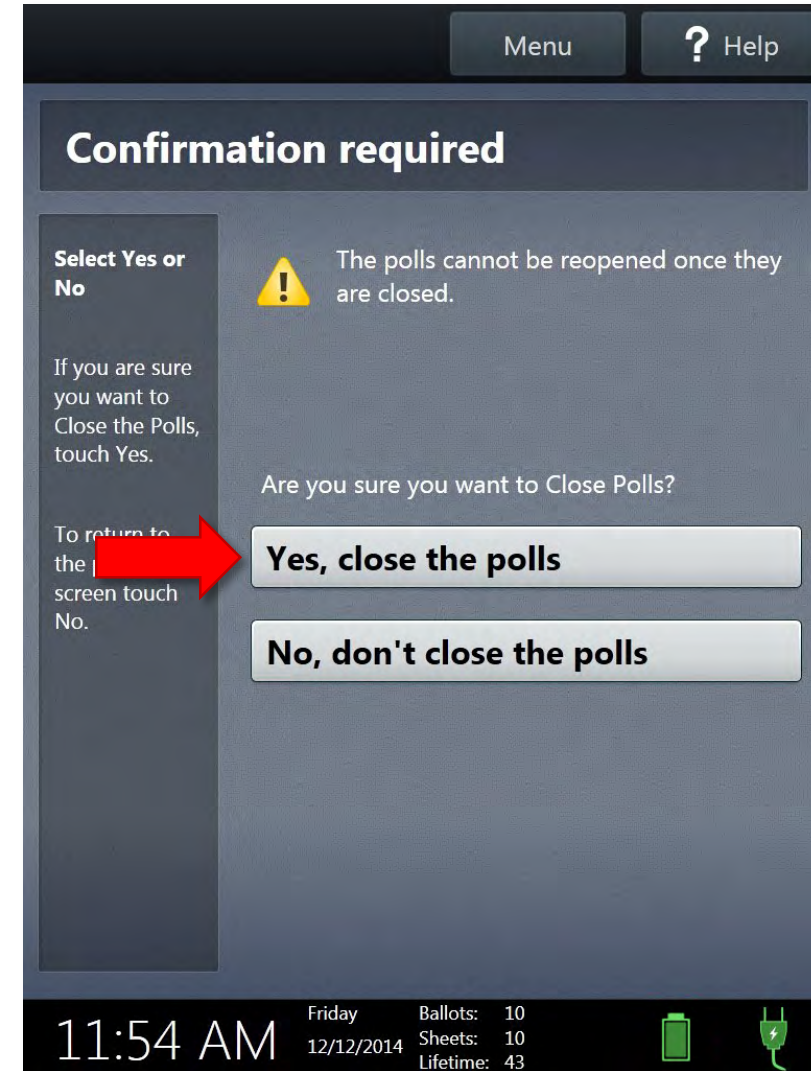




closing polls on Verity Scan

3) Select **Yes, close the polls.**

IMPORTANT: Once polls have been closed, they cannot be reopened on that Verity Scan.





closing polls on Verity Scan

- 4) Enter the Close Polls code and select **Accept**.

The screenshot shows the Verity Scan interface. At the top, there are 'Menu' and '? Help' buttons. The main title is 'Enter Close Polls Code'. Below this, there is a text input field with a red arrow pointing to the 'Enter' label. The input field contains six asterisks. To the right of the input field is a yellow button with a black 'X'. Below the input field is a numeric keypad with buttons for digits 1-9, 0, and 'Cancel'. At the bottom right of the keypad is an 'Accept' button. The bottom status bar shows the time '11:54 AM', the date 'Friday 12/12/2014', and battery status 'Ballots: 10, Sheets: 10, Lifetime: 43'.

Menu ? Help

Enter Close Polls Code

Enter X

Enter your 6 digit Polls Close Authorization Code using the number pad to the right.

Select "Cancel" to return to the previous screen.

1	2	3
4	5	6
7	8	9
Cancel	0	Accept

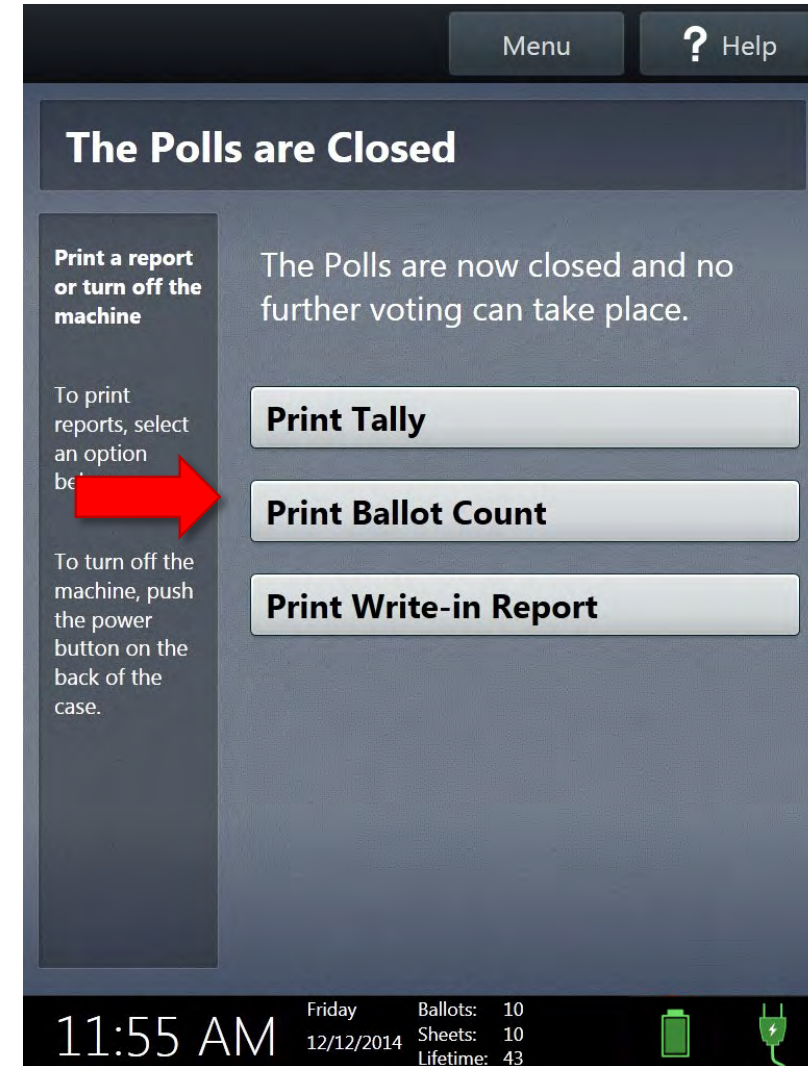
11:54 AM Friday 12/12/2014 Ballots: 10 Sheets: 10 Lifetime: 43



closing polls on Verity Scan

- 5) Print and file reports as required by your jurisdiction.

The available reports may vary and are configured by the election officials in your jurisdiction.





closing polls on Verity Scan

- 6) Press the *red* power button on the back of the Verity Scan to power it down.

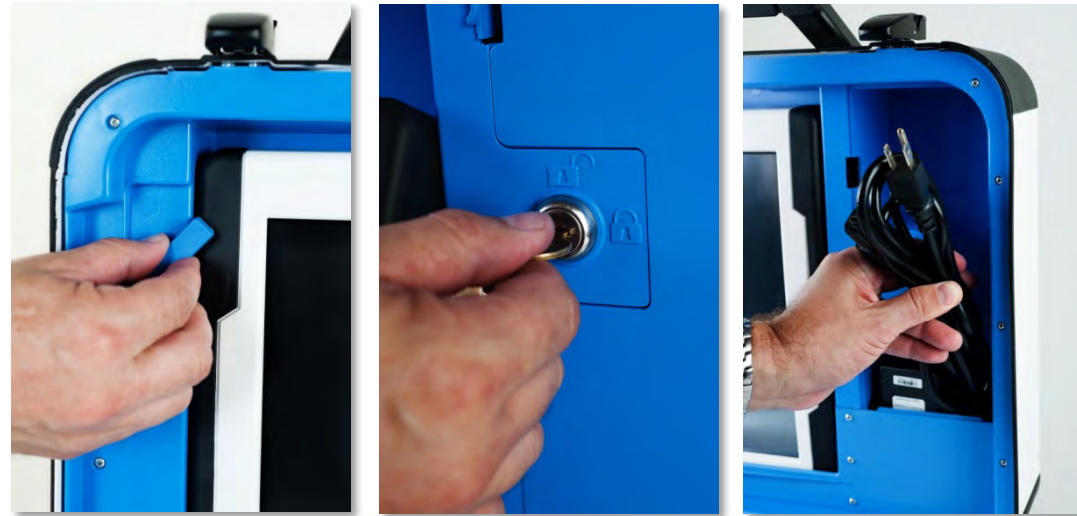




packing up equipment

Wait for the device to be completely powered down and showing a black screen before removing the tablet. Remember to properly latch and lock the tablet within the storage compartment.

Follow local procedures in determining whether you need to completely break down equipment at the end of the day.





transferring vDrives and ballots

- Follow your local jurisdiction's guidelines, including chain-of-custody procedures, when transferring voting devices, vDrives, and/or ballots to your central counting location.
- If you are leaving equipment in place, be sure to properly secure all equipment, preferably behind a locked door.



Section 2, Module 1:
setting up Verity Touch Writer



setting up the ballot printer

- 1) Set up ballot printer table and place ballot printer on the table.
- 2) Plug the square end of the USB printer cable into to the back of the printer. (The other end will be plugged into the Touch Writer).
- 3) Insert the printer power cord into the printer and the other end into an outlet or UPS.





setting up the ballot printer

- 4) Load the ballot printer with appropriate ballot paper.*
- 5) Press the switch on the bottom right side of the printer to power it on.





setting up Verity Touch Writer booths

- 1) Remove booth parts from the transport bag.
- 2) Release bungee cords and unfold legs from booth table. Pull up on handle to lock in place.

1



2





setting up Verity Touch Writer booths

- 3) Attach the rear leg assembly.
- 4) Attach the front leg extensions.
- 5) Turn the booth over to set up the Verity Touch Writer.

3



4



5





setting up Verity Touch Writer

- 1) Set Verity Touch Writer on top of booth, aligning footpads with the indentations; handle on booth must face the same direction as the handle on the Verity Touch Writer.
- 2) Reach under front of booth table and push the latch to lock in place.
- 3) Open the case and remove the power brick/cord.





setting up Verity Touch Writer

- 4) Plug the power cord into the power brick. Plug the power brick into the back of Verity Touch Writer (flat part up). **DO NOT PLUG INTO WALL YET.**



4





setting up Verity Touch Writer

- 5) Plug the flat end of the USB printer cable from the ballot printer into the back of the Verity Touch Writer, with the notch facing up.





setting up Verity Touch Writer

- 6) Open the case and lock the lid brace in place.





setting up Verity Touch Writer

- 7) Unlock, unlatch, and remove the tablet from the storage compartment.





setting up Verity Touch Writer

- 8) Seat the tablet in cradle, tilt it back, and lock it in place. **Tablet must be locked to operate.**





setting up Verity Touch Writer

- 9) Verify the device seals. Attach privacy screens.
- 10) Plug the power cord into power strip/outlet.
- 11) Press the red button on the back to power on.

9



10



11

